Confirmed Minutes of the Full Governing Body meeting on Monday 1st December 2025 at 5.00pm at Holyport College

Governors *denotes absence		**Initial**
Tom Arbuthnott	Educational Sponsor Link	TA
Mandy Bains		MBA
Sue Dudley	Vice Chair, Chair of Curriculum Committee, SEND, EDI, Pupil Premium and Careers Governor	SDU
Clare Ferguson		
Alastair Ingall	Headteacher	AIN
Mark Jones	Chair of Welfare Committee, Safeguarding Governor	CMJ
Gill Monk*	Chair of Nominations and Successions Committee	GM
Adrian Percival		AP
Bruce Powell	Chair of Governors, Chair of Finance Committee, Chair of Strategy Committee	BP
Johnny Robertson	Chair of Foundation Committee, Chair of Bursaries	JRO
Sheridan Swallow	Chair of Audit and Risk Committee	SSW
Katharine Torrance*		KTO
Lorraine Wales	LAC and Wellbeing Governor	LW
Katharine Wootton		KWO
In attendance		
Adam Bicknell	Deputy Head Academic	ABI
Liz Critchlow	Clerk to the Governors	LC
Andy Findlow	Director of Finance and Operations	AFI
Steve Gardner	Deputy Head Pastoral and Head of Boarding	SGA

Item No		**Action Lead**
1	**Welcome and Apologies**	
1.1	Everyone was welcomed to the meeting. Apologies were received and accepted from KTO and GM.	
2	**Any Other Business**	
2.1	None.	
3	**Declarations of Interest in the agenda and to note receipt of Declaration of Business Interest forms from governors**	
3.1	There were no declarations of interest in the agenda. Declaration of Business Interest Forms have been received from all Governors.	
4	**Approval of the minutes of meeting on 02.10.25, matters arising and update of action list**	
4.1 4.2	Governors approved the minutes of the meeting on 2nd October as a true and accurate record. Matters arising and update of action list There were no matters arising and the rolling action list was updated.	
5	**Head's Report**	
5.1	College Development Plan 2025/26 Governors received the updated College Development Plan 2025/26. This now includes the introduction of Business Studies at GCSE and A level, as	

5.2 5.3 5.4 5.5 5.6 5.7 5.8 5.9 5.10	agreed at GCC. The College is currently advertising for a Head of Business Studies and Economics. AIN and ELT will develop a proposal for the DT curriculum to take to the next GCC meeting. It is hoped that DT can be introduced into the curriculum by September 2027. Staff CPD continues to be supported by CIRL, and the College has been liaising with Eton, who have also been working on "prove it" - a focus on demonstrating learning in the classroom without the use of technology. Eton and Holyport are also working together to support Eton's Graduate Teacher Training Programme. Trainee teachers have a 2-week placement at Holyport, and it is hoped that this link may in future provide recruitment opportunities for Holyport. All departments have developed action plans for this year and subjects where there is a particular focus on implementing improvements include Maths, Economics and PE. SLT are considering the use of student feedback to provide information on the progress of departments and to help to evaluate the curriculum. This will be discussed further at GCC during the next couple of terms. <u>Co-curriculum</u> The timetable has been reorganised this year to allow the Sixth Form to both participate in and help with the co-curricular. There is now a wider range of activities available which has been well received by students. Some activities will be run by external providers from next term. There have been improvements to senior sport and weekend sports fixtures are now being run (mostly attended by boarders). It is hoped that CCF will return soon, in conjunction with Eton College. <u>Communications and Marketing</u> The new Admissions team have settled in well and have taken a strategic approach to setting priorities during their first term. One of the focus areas for next term will be to enhance the website. <u>Boarding</u> There are significantly more boarders in Year 7 than last year and the "nurturing junior boarders" initiative has been introduced this year and is having a very positive impact. CMJ visited Year 7 and 8 boarding and reported that boarders have settled in well and are enjoying the boarding experience. More applications for boarding places have been received this year for Year 7 places compared with last year. For the Sixth Form, there have been slightly less applications for boarding but more applications for day places than last year. More applications for boarding have been received for boys than for girls for Year 7. The introduction of flexible boarding has proved to be popular. <u>Staffing update</u> Governors received a staffing update. <u>Capital Projects</u> The Strategic Plan currently includes proposals for a performing arts facility and a DT centre. The Strategy and Finance Committees have discussed these proposals, and it has been suggested that as both projects would add so much value to the College, they could be run concurrently, with the DT facility being done more cheaply than had originally been proposed. A proposal has been made to adapt an existing shed on the College grounds to use as a DT centre. The next stage will be to determine the curriculum for DT which will help to determine the requirements of the facility.	 GCC

5.11	Plans are being developed for a multi-functional performance space, to be located in the Winton Car Park. Two designs have been drawn up; one has a (very provisional) budget of c£600k and is for an auditorium which can accommodate 200 people. The other has a (very provisional) budget of c£800k and includes an additional classroom. It may be possible to use c£500k from reserves for these projects by the end of this financial year. A CIF bid will also be submitted, and it is hoped that Foundation funding will be able to cover the remaining cost. Plans will be further developed and brought back to governors in the spring term.	AIN/AFI
5.12	<u>Uniform</u> When the Schools Bill comes into force it is likely that this will limit the number of compulsory branded items a school will be allowed to require students to purchase and which are only available from the school's uniform supplier. The number of branded items is likely to be 3 (4 including a tie). There is agreement that the blazer and the reversible sports top will be two of the three compulsory items. GWC has discussed this and it has been decided to wait for the detail of the legislation before making a decision on the third compulsory item.	
5.13	<u>Events summary</u> Governors received a summary of College events for this term, all of which have been very successful. Details of events for the remainder of the academic year were also sent, which governors are welcome to attend.	
5.14	<u>Foundation</u> At the next meeting the Foundation trustees and committee will discuss fundraising targets. There is a focus on regular giving, which is being supported by SLT, parents and governors, who have now also been asked if they wish to donate regularly.	
5.15	<u>Roll</u> Current numbers on roll: 208 boarders, 453 day students, a total of 661 students. Governors requested that a full analysis of categories of students would be brought to the next meeting, to include percentages of Pupil Premium, SEND, Looked After/Post Looked After students and a comparison with local schools and national figures. Numbers of students in receipt of EHCPs: Year 7 (6), Year 8 (6), Years 9 – 11, 4 students in each year group and no students with EHCPs in the Sixth Form.	AIN
5.16	<u>Attendance</u> Attendance is a now a separate category to be assessed under the new Ofsted framework. Attendance monitoring and analysis has been taken over by GAL and AJE this term and a new Attendance Officer has been appointed to cover maternity leave. Attendance is good and above the national average but there is still room for improvement. The current system of recording attendance has been reviewed and some areas for improvement have been identified. Areas for improvement include the recording of PM attendance and punctuality and GAL is working hard to support improvement in these areas. Whole school attendance is 95.1%, which governors noted is pleasing, however attendance for FSM6 students is 90.9%. It was agreed that attendance data for inclusion groups, such as SEND and FSM6 would be analysed in greater detail by GWC and reported back to the FGB to ensure that governors understand how students with low attendance are identified, and to monitor the impact of actions being taken to support these students to attend school.	GWC
5.17	<u>Safeguarding</u>	

	Governors received a safeguarding update. The safeguarding culture in the College remains strong. Two new DDSLs have been appointed and there are currently 36 active concerns. The SCR has been checked this term by AIN, AFI, AJE, SSM and Mark Jones (Safeguarding Link Governor).	
5.18	<u>Safer walking route</u> Governors received an update on progress made on the issue of a safer walking route. AIN continues to liaise with RBWM councillors, and it was noted that governors are supportive of any progress that can be made in this area. It was noted that the yellow lights on the Ascot Road do not always appear to come on at peak times during the school day. It was discussed that £82k of reserves may have allocated for road safety when the College was founded (under Section 106) and it was agreed that AFI would investigate this.	AFI
5.19	<u>Changes to Ofsted Framework</u> AIN has attended RBWM Headteachers' Ofsted training. Governors were provided with details of categories to be assessed under the new framework and the range of judgements which will now be given. Inclusion is now a separate category to be assessed and is also a key theme across other evaluation areas and will impact the grade in each area. It was suggested that it would be useful for governors to attend training in the new framework at some point during the year. Governors requested information on extra-curricular opportunities (opportunities to enter academic competitions - including those run by Eton) for more able students, and it was agreed that ABI would prepare a short paper for the next GCC meeting.	ABI/GCC
6	**DFO's Report**	
6.1	<u>Management Accounts Period 2/Forecast 2025/26</u> Operating surplus for the end of 2025-26 is forecast to be £259k (2.8% of income) compared to the budget of £120k and actual of last year of £245k. A large part of the uplift is due to 5 additional boarders, generating an increase of nearly £100k. Scholarship and bursary levels are currently c£14k less than in the original budget, although this could change throughout the year. There has been a reduction in the LGPS (support staff) employer contribution rate from April 2026, from 22.6% to 19.6%, and the fund is no longer in a liability position (£+17k). Fewer students are using the school bus service, resulting in £15k less revenue. The government has given some funding for the increase in National Insurance Contribution costs until April 2026, but it is not known if this will continue after April. Letting income for this year is forecast at £8k, which is significantly less than the £40k received last year.	
6.2	<u>Capital Projects</u> There is no change to the forecast for capital expenditure in the Period 2 accounts, however, AIN and AFI will revise the capital plan and refer this to the Strategy and Finance committees in the spring term. The budget for this year includes £10k for project planning work. It is estimated that there will be c£500k in reserves at the end of the year which could potentially be used towards capital projects. Capital expenditure on estates is likely to take place towards the summer months. A CIF bid will be submitted this term for the performing arts centre.	AIN/AFI
6.3	<u>Debtors</u> Governors received information showing the debtor position at the end of 2024/25 and the current debt position. All debts relating to previous years are fully provided for in the accounts. The charge against income relating to	

	the provision for bad and doubtful debt in 2024/25 was £29k against a budget of £35k. As at Period 2 October 2025, outstanding debt for the current year is 3% of that owed compared to 6.1% for the same time last year, with fewer accounts in arrears. It was noted that GFC had approved the write-off of a debt which was under £5,000.	
6.4	Staff Pay Awards Amounts for teacher and support staff pay increases were known at the time of setting the budget in the summer, which has resulted in less of a variance this year than in previous years. The pay increase was 3.2% for support staff (backdated to April) and 4% for teachers (from 1st September). Governors asked if there is any long-term service award for staff. There is not currently a long-term service award. This will be looked at as part of the review of the Pay Policy and staff wellbeing in the spring.	
6.5	Energy contracts The forecast for 2025/26 includes an assumption that the College will move to the DfE Energy for Schools scheme. The College is currently on an out of contract rate for energy. On joining the scheme, it would go onto interim rates which would be fixed until April 2027 when it would transition onto the next available V30 "basket". The DfE do not yet have prices for this basket but have provided the interim rates. It is proposed that a re-tender takes place for energy and that AFI prepare a paper to be sent to GFC, who will then put forward a recommendation to the FGB via email. This will be done within the next couple of weeks as it is intended that the College sign up to a new provider for energy by the end of this calendar year.	AFI/GFC FGB
6.6	Treasury deposits It is proposed that a balance of c£1 million is retained in the current account for immediate access and c£1 – 1.5 million is invested in Flagstone Fund Management Portal, which offers a holding account from which funds can be transferred to a wide range of deposit accounts at different banks, all of which will be protected by FSCS (now £120k per bank). It is proposed that a Funding and Creaming Account (sweep account) is set up for the residual £1 million in the Lloyds account which will generate interest on any surplus above £10k. An ID check for all Trustees may be required as part of the sign up to Flagstone.	
6.7	Boarding agreement Some amendments have been made to the Boarding Agreement to provide clarification on some areas. This amended agreement has been approved by GFC and was approved by the FGB.	
7	**Audit and Risk Committee**	
7.1 7.2	Governors received the minutes of the Audit and Risk committee meeting on 9th October. Approval of Holyport College Audited Statutory Accounts/Trustees Report for the year to 31st August 2025 The following documents were circulated to Governors ahead of the meeting: Audit Completion Memorandum, Holyport College Statutory Accounts and Trustee Report for the year ended 31st August 2025, Letter of Regularity, Letter of Representation. The audit went very smoothly and there were no findings or material audit differences. The Audit and Risk Committee have looked carefully through the above documents, reviewed them with the auditors and recommend them to the FGB for approval. Governors were reassured by the very satisfactory audit and the fact that the numbers were entirely consistent with the management accounts and very close to the numbers forecast in June. Governors also noted the very positive comments from the auditors	

7.3	and wished to place on record thanks to AFI and the Finance Team for their work throughout the year. Thanks was noted to CBR for her excellent work during the year and it was agreed that BP would write a letter of thanks to her on behalf of the Governing Board. The operating surplus ended the year on £245k (2.8% of income) for the year ending 31st August 2025 compared to the budget of £127k and actual of last year of £86k. The improvement compared to the budget was largely driven by an increase in the number of boarding students and an increase in government funding (Core School Business Grant) and there was additional income last year from lettings. There were also some savings on staff costs, for instance cover was not brought in for maternity leave. Expenditure last year was carefully managed and there was slightly less capital expenditure than had been budgeted for. Reserves at the start of 2024/25 were £442k, and the carried forward reserves at the end of the year were £729k, an increase of £287k. The cash position at the year-end was £2.4million.	BP
7.4	Governors approved the Statutory Accounts and Trustee Report for 2024-25, the Letter of Regularity and the Letter of Representation, all of which will be signed by the Chair of Governors.	
7.5	There will be a review of the external auditors in January, and it has been agreed that five firms will be approached for an expression of interest, from which three will be selected for a full presentation and interview. Of the firms considered, the current auditors will be included.	
7.6	For the internal audit this year, it has been agreed that the internal auditors will be asked to scrutinise payroll.	
7.7	The committee discussed road safety/safer walking route which remains a high risk on the Risk Register.	
7.8	The committee agreed that the firm SBS would be commissioned to conduct a cyber security audit.	
7.9	All committees have been asked this term to review the Risk Register to assess if it accurately reflects their view of risk.	
7.10	Holyport College Foundation Annual Report and Financial Statements for the period ending 31st August 2025 Governors received the annual report and accounts for the Foundation for the year ending August 2025. The Foundation has been audited by the College's external auditors (James Cowper Kreston) and there were no findings or material audit differences. Foundation Trustees will assess whether the Foundation needs to have a full audit or whether a less expensive examination would be more appropriate next year.	
8	**Nominations and Successions Committee update/Election of Chair and Vice Chair**	
8.1 8.2	Resignation of BP/Election of Chair and Vice Chair BP will step down from his position as Governor and Chair of Governors, effective from 1st January 2026. BP nominated SDU to take over as Chair of Governors and TA to take over as Vice Chair of Governors. Other expressions of interest have been invited, but none have been received. Governors approved the election of SDU as Chair and TA as Vice Chair, effective from 1st January 2026. Committee Membership Governors approved a proposal from NSC to appoint BP as an Associate Member who is a member and Chair of GFC, with voting rights, who does not attend FGB meetings, for a term of office to last until the end of August 2026. CFE has expressed a willingness to take over as Chair of GFC when	CFE

	BP leaves the committee, which she will confirm in January. CFE will report to the FGB on behalf of GFC. Headteacher's Performance Appraisal Committee members will remain: SDU, TA and GM. Governors agreed to appoint SDU as a member of GFC. Governors approved the appointment of TA to take over as Chair of Strategy Committee. Governors were invited to contact SDU if they would like to sit on another committee.	
9	**Finance Committee**	
9.1	Governors received the minutes from the GFC meeting on 13th November.	
10	**Strategy Committee**	
10.1	Governors received the minutes from the CSC meeting on 11th November. The main topics of discussion at this meeting were a presentation and first thoughts from the new Director of Communications and Admissions, Catherine Corrigan, the College Development Plan and capital projects.	
11	**Curriculum Committee**	
11.1	Governors received the minutes from the GCC meeting on 18th November. At the meeting, there was an excellent presentation from the Head of English, in which she outlined the new initiative "Prove it" – check for understanding. All written work is now completed during lessons in exercise books, which enables teachers to know that work is the student's own. There is also a focus on improving grammar in the lower years, and on supporting literacy and oracy across departments. All departments carried out reviews at the beginning of term and developed action plans which are being implemented.	
12	**Welfare Committee**	
12.1	Governors received the minutes from the GWC meeting on 20th November. It was noted that the Safeguarding Team has transferred smoothly from WBO to AJE and safeguarding provision continues to be robust and well-coordinated.	
13	**Foundation**	
13.1	Governors received the minutes from the Foundation Committee meeting on 3rd November. Discussed in items 5.14 and 7.10. It was noted that a Flagstone account would be set up for the Foundation in addition to the College.	AFI
14	**Head's Performance Appraisal Committee**	
14.1	This committee met on 5th November 2025.	
15	**Policies**	
15.1 15.2	<u>Admissions Policy</u> Governors reviewed the amended Admissions Policy for 2027/28 for all year groups, which has been agreed by GCC to be recommended to the FGB. It is proposed that a change is made to the intake of boarding students at Year 9 to change the PAN to 8 students, with the caveat that the College is not obliged to admit any student as a boarder if boarding accommodation appropriate to his/her gender is not available. There are also some minor changes proposed to the Sixth Form entry criteria for Computing, Economics, Government and Politics, Music, Psychology, RE and Sports Science and the addition of Business Studies. Governors approved this policy and it was noted that it would now go to consultation and would need final email approval from the FGB before the next meeting. <u>Children with Health Needs who cannot attend school Policy</u> <u>SEND Local Offer/SEN Information Report</u>	

	<u>SEND Policy</u> <u>Looked After and Post Looked After Children Policy</u> <u>Public Sector Equality Duty</u> The above policies, which have all been reviewed and recommended for approval by GWC, were approved by governors. It was noted that SDU is SEND Link Governor and no longer sits on GWC. SEND will be monitored by both GWC and GCC.	
16	**Chair's Action: to note any urgent action taken by the Chair since the last meeting**	
16.1	None.	
17	**Governance Update**	
17.1	<u>To confirm KCSIE read by governors</u> All governors have confirmed that they have read KCSIE Parts 1 and 2 September 2025.	
17.2	<u>Companies House Director ID Verification process</u> All Directors are required this autumn by Companies House to complete an ID verification process. The majority of governors have completed this process and AFI will send a reminder to any who have not yet done so and assist with any difficulties.	AFI
17.3	<u>To note new Ofsted framework Nov 2025</u> Discussed in item 5.19.	
17.4	<u>To note any changes to the Academies Trust Handbook Sept 2025</u> It was noted that there have been some minor amendments to the Handbook this autumn. A summary of the changes is available on GovernorHub.	
17.5	<u>To note training available</u> Details of available training from Achieving for Children has been circulated to governors and posted on GovernorHub.	
17.6	<u>Governor Visits</u> Governor visit reports were received from CFE, CMJ and JRO and more detailed accounts of these visits were discussed at GFC and GWC.	
18	**AOB**	
18.1	None.	
19	**Farewell and thanks to Bruce Powell**	
19.1	It was noted that a farewell dinner for BP would be held on 2nd December at Eton College, to which all Governors and Members of Holyport College have been invited, and Bruce will be formally thanked at this dinner. Meeting closed at 7.30 pm.	
20	**Date of next meeting**	
20.1	**AGM 4.15 pm Thursday 19th March 2026** **FGB 5.00 pm Thursday 19th March 2026**	

Signed: Date:

Sue Dudley (Chair)